The Commonwealth of Kentucky

KENTUCKY HEALTH

Release 4
Business Connect
BusinessConnect.ky.gov

Quick Reference Guide

Offering Management

This Quick Reference Guide is designed to help you identify and categorize the different types of Training Offerings by the Business Partners (the WIOA Training Providers).

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Training Offerings

Offerings Overview

Offerings are the Training Programs or Registered Apprenticeships that a Business Partner offers to the Kentucky individuals. These offerings are subject to an approval granted by the OET Staff after the business partners submit their documents and get them verified.

The Training Offerings may be categorized as an ITA Training or a Registered Apprenticeship:

Training	Type of instructional learning through classroom or online education
Registered Apprenticeship	A kind of job training that involves shadowing and studying with a master of the trade on the job instead of in school. Carpenters, masons, plumber, construction and many other professionals often learn their trade through apprenticeship.
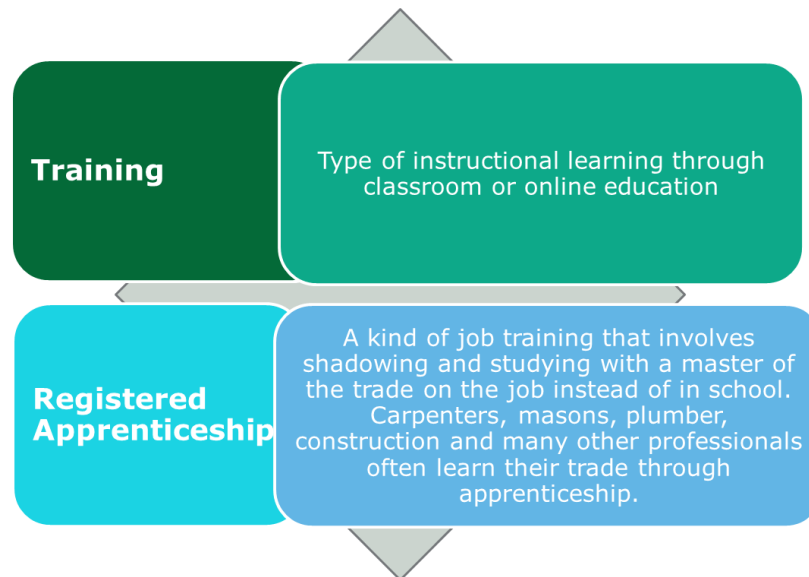
Please Note: The Business Partner completes the Training Program Offering details, costs, address locations and other relevant program details before submitting the application for staff review. Once the Program Offering application is submitted, the application enteres a queue pending OET Staff approval.
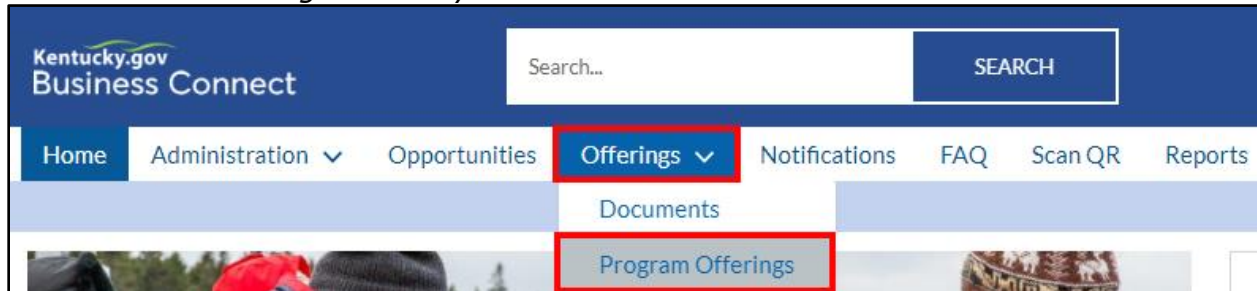
The Offering Summary Screen

The *Offering Summary* Screen provides the Business Partner with a list of all their Program Offerings. From the *Offering Summary* screen, the Business Partner can **manage** any existing Program Offerings and **add** new Training Offerings.

In order to navigate to the offering summary screen, a user must do the following:

1) Navigate to the Business Connect login page and select **"Log In"** and enter credentials
2) Select **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen

3) The following are included on the Offering Summary screen:
   - Offering name
   - Service offering
   - Total cost
   - Sector
   - City
   - Start date
   - End date
   - Offering status

4) Select **"Edit"** to update the existing offering
5) Select **"New"** to create a new offering
6) Select on an existing Offerings hyperlink to view specific Offering details
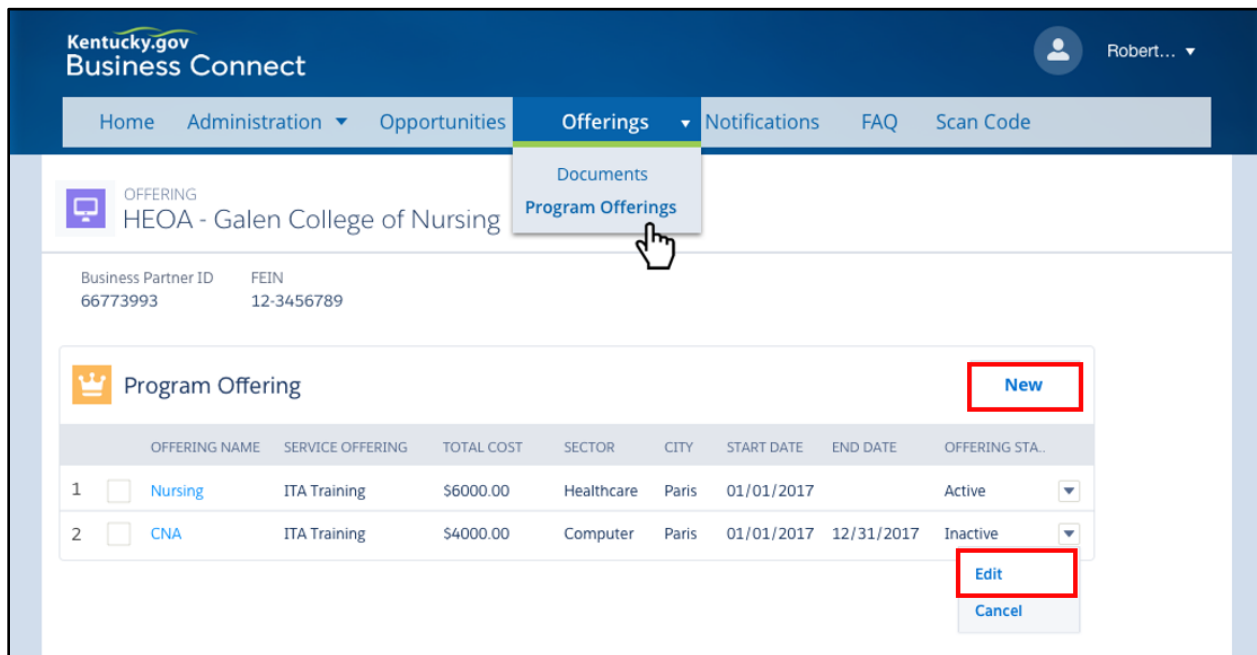
Creating a New Offering

The Training Provider can create an *Offering Type* from the *Program Offering Summary* screen.

To create a **New Offering**, follow the steps given below:

1) Select **"Log In"** and enter credentials
2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
3) Select **"New"** on the *Program Offerings Summary* screen
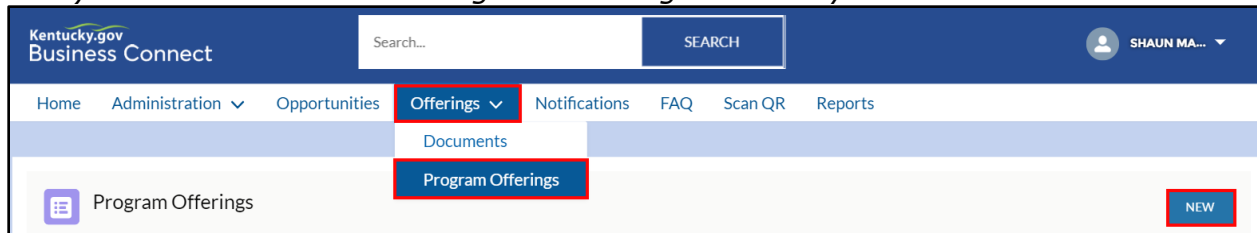
4) Select the Program Offering from the *New Offering* pop-up screen
   - The User selects one of the two types of *Program Offerings*:
     i. ITA Training
     ii. Registered Apprenticeship

5) Select **"Next"**
   - Depending on which Offering Type chosen, the screen pertaining to that particular offering would be displayed

New Offering: ITA Training

The User has the ability to create a *New ITA Training* available to citizens in the system.

The User will follow the steps below to create a *New ITA Training*.

1) Select **"Log In"** and enter the *credentials*
2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
3) On the *Offering Summary* Screen, select **"New"** in the top right corner of the screen to begin a *New ITA Training*
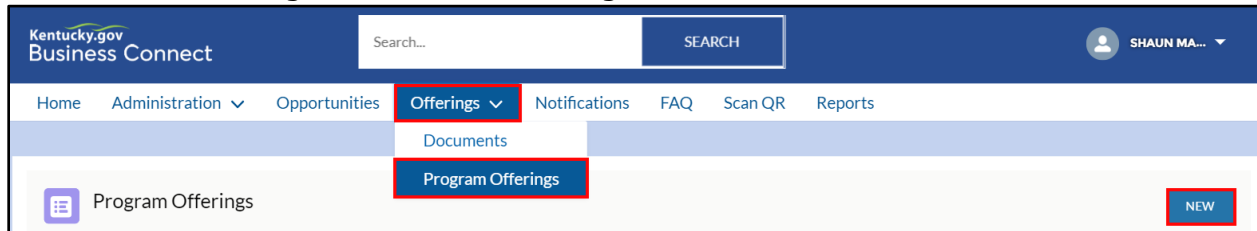
4) Select "**ITA Training**" in the New Offering type pop-up screen
5) Select **"Next"** to view the fields specific for the *ITA Training* Program Offering

6) The following fields are displayed on the *New Offering Summary* screen:
   - Record Type
   - Offering Name
   - CIP Code
   - CIP Description
   - Sector
   - Offering Description
   - How long has the provider been operating this Offering?
   - Performance data have been submitted for this Offering?
   - If no, provide justification for non-submission of data
   - Describe plans to track and record the required data for KY Stats
   - Is offering HEOA-approved?
   - Degree/Certificate to be Awarded
   - Type of Degree/Certificate to be awarded
   - Length of Offering
   - Units of Measurement

- If other, explain
- Is this a distance learning offering?
- How does this Offering meet the needs of local employers and job seekers?
- Training Offering Costs
- Tuition
- Textbooks
- Fees
- Supplies/Misc
- Total
- **Location Information**
  - Address Line 1
  - Address Line 2
  - City
  - State
  - ZIP
  - County
  - Phone
  - Fax
- **Primary Contact Information**
  - Job Title
  - First Name
  - Last Name
  - Phone
  - Fax
  - Email
- **Secondary Contact Information**
  - Job Title
  - First Name
  - Last Name
  - Phone
  - Fax
  - Email

7) Select **"Save"** located in the bottom right corner of the screen to submit the *New Training Offering* request

New Offering: Registered Apprenticeship

The User has the ability to create a *New Registered Apprenticeship* available to citizens in the system.

1) Select **"Log In"** and enter the *credentials*
2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
3) On the *Offering Summary* Screen, select **"New"** in the top right corner of the screen to begin a *New ITA Training*

4) The New Training Offering pop-up screen enables the User to select the type of *Program Offering*
5) Select **"Registered Apprenticeship"**

5) Select **"Next** to view the fields for a *Registered Apprenticeship* Offering
6) The following fields are specific to the *Registered Apprenticeship* offering:
   - **Record Type**
      o Occupation included within Registered Apprenticeship Offering
      o Name of Related Technical Instruction Provider
      o Name of Related Technical Instruction Offering
      o Sector
      o CIP Code
      o CIP Description
      o Training Offering Description
      o Degree/Certificate to be Awarded
      o Type of Degree/Certificate to be awarded
      o Length of Offering
      o Units of Measurement
      o If other, explain
      o Primary Contact of Related Technical Instruction Provider

- **Offering Costs**
  - Tuition
  - Textbooks
  - Fees
  - Supplies/Misc.
  - Total Cost
- **Location Information**
  - Address Line 1
  - Address Line 2
  - City
  - State
  - ZIP
  - County
  - Phone
  - Fax
- **Primary Contact Information**
  - Job Title
  - First Name
  - Last Name
  - Phone
  - Fax
  - Email
- **Secondary Contact Information**
  - Job Title
  - First Name
  - Last Name
  - Phone
  - Fax
  - Email

7) Select **"Submit"** to submit the new *Registered Apprenticeship* Offering request

Viewing Offerings

The User has the ability to **view** *the Training Offering.* Viewing the Training Offering provides the Business Partner with a list of all *Program Offerings*.

To **view** a list of the existing Training Offerings, follow the steps below:

1) Select **"Log In"** and enter credentials
2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offerings Summary* Screen.
3) Select the **Training Offering** hyperlink

4) The User now has the ability to **view** the Program Offering details for the ITA Training

Editing Offerings

The Training Offering Summary screen provides the User with the ability to **edit** the completed *Training Offering* record in detail.

The User may **edit** the Training Offering by following the steps below:

1) Select **"Log In"** and enter the *credentials*
2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
3) On the *Offering Summary* Screen, select the hyperlink for each specific Offering to be edited
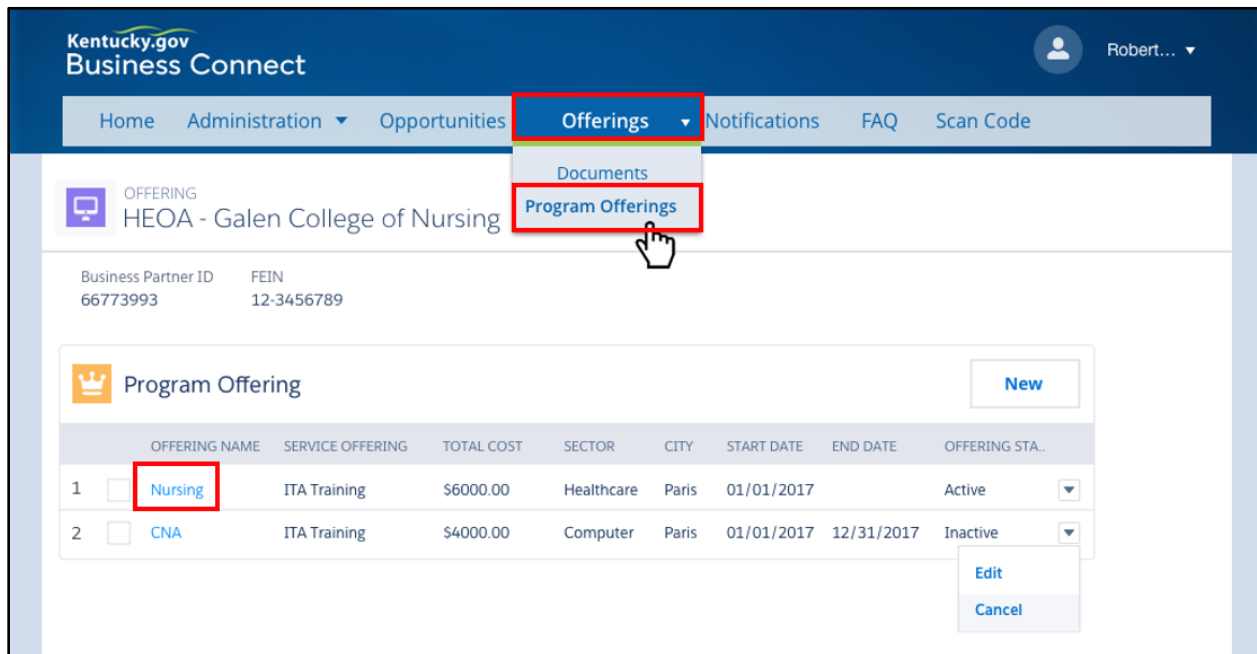
4) The User is navigated to the *Training Offering Detail* Screen. The User may now select **"Edit"** located in the top right corner of the screen
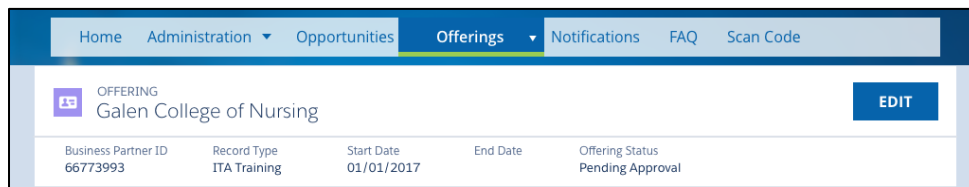
5) Select **"Submit"** to submit the edited Tr*aining Offering* request
   - This action changes the status of the *Training Offering* from **"Approved"** to **"Pending Approval"**

Location Summary Screen

The *Location Summary* screen provides the Business Partner with a list of all locations specific to a *Program Offering*.
From this screen, the Business Partner can **manage** existing locations and **add** new locations. A primary location listed for each *Program Offering* is required.

1) Select **"Log In"** and enter credentials
2) Select the **"Program Offerings"** from the *Offerings* drop-down
3) Select the specific **Training Offering** hyperlink to view the details

4) Select the **"Location"** subtab within the *View Offering Details* Screen

5) The following information is shown for each location:
   - ***Location Information***
     - o Address
     - o City
     - o State
     - o ZIP
     - o County
     - o Phone
     - o Status
     - o Location Type

Adding New Location

The *Location Summary* Screen allows the Business Partner to **add** a new location to each Offering. Once the User navigates to the *Location Summary* Screen a new location is able to be added.

The User may follow the steps below to add a new location:

1) Select **"Log In"** and enter credentials
2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
3) Select the **Offering** hyperlink for the specific Offering
4) Select **"New"** located in the top right corner of the *Location Summary* Screen
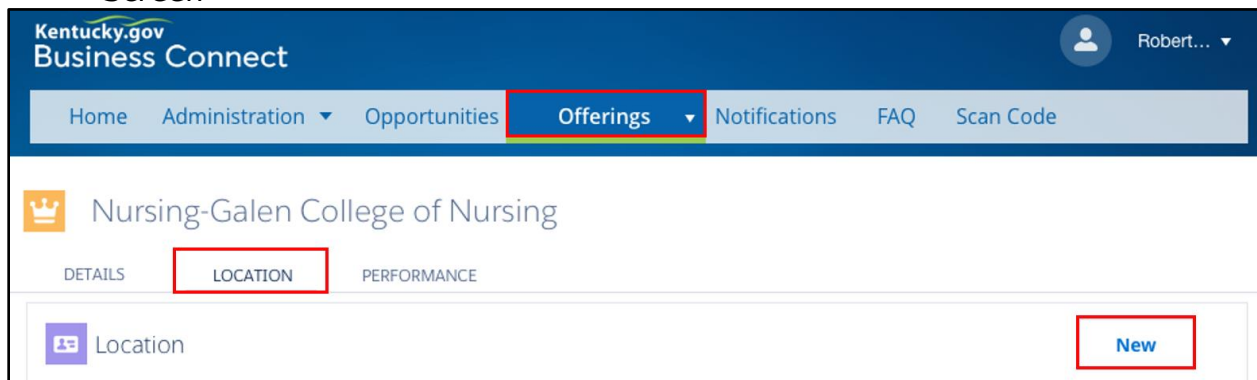
5) Enter the following details on the *New Location* screen:
   - **Location Information**
     - Status
     - Location Type
     - Address
     - City
     - State
     - ZIP
     - County
     - Phone
     - Fax
   - **Primary Contact Information**
     - Job Title
     - First Name
     - Last Name
     - Phone
     - Fax
     - Email
   - **Secondary Contact Information (optional)**

7) Select **"Save"** to save the potential new location for a *Program Offering*

Viewing and Editing the Location

The *Location Summary* Screen allows the Business Partner to **view** and **edit** the location to that Offering.

The User may follow the steps below to **view** the location attached to the Offering:

1) Select **"Log In"** and enter credentials
2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
3) Select the **Offering** hyperlink for the specific Offering to view details
4) Select the **"Location"** subtab
5) Select the specific *Location* hyperlink to view the *Offerings Location* details
6) The *Location Summary* Screen appears
7) The User may select the specific Location hyperlink to view details of the Location and utilize the drop down arrow to select **"Edit"** to edit the location detials

Deleting Existing Location

The *Location Summary* screen allows the Business Partner to delete an existing location to that offering.

The User may follow the steps below to **delete** *a location*:

1) Select **"Log In"** and enter credentials
2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
3) Select the **Offering** hyperlink for the specific Offering to view details
4) Select the **"Location"** subtab
5) Select the specific *Location* hyperlink to view the *Offerings Location* details
6) Select the drop-down in the field of a specific *Location* for deletion
7) Select **"Delete"**

7) Enter a *reason for deletion* in the *Delete Location* pop-up screen
8) Select **"Submit"**

Performance Summary Screen

The *Performance Summary* screen allows Business Partners to view a summary of Performance for Programs.

1) Select **"Log In"** and enter credentials
2) Select the **"Program Offerings"** from the *Offerings* drop-down to be navigated to the *Offering Summary* Screen
3) Select the **Offering** hyperlink for the specific Offering to view details
4) Select the **"Performance"** subtab
5) Select the specific *Performance* hyperlink to view the *Offerings Performance* details
6) The following information is available on the screen about the *Performance Of The Program* across all years:
   - **Program Information:**
     - Year
     - Completion Rate
     - Employed in 2nd Quarter after Exit Rate
     - Employed in 4th Quarter after Exit Rate
     - Median Earnings in 2nd Quarter after Exit
     - Credential Attainment Rate

6) By clicking on a year hyperlink, the *Existing Program Offering Performance* details are given for a specific year

Submitting an Offering for State Approval

Approval of Offerings

The Training Program Offering application process starts within Business Connect, where the Business Partner completes the Training Program Offering details, costs, address locations, and other relevant program details and submits the application for staff review.

The steps that a Business Partner may follow to submit an Offering Application are listed below:

1
Submit Training Program Offering Application
Business Partner completes and submits the training program offering application for staff review

2
Upload Student Profile Master Data
Training provider uploads the student's profile master data to KY Stats

3
Sends back program performance data
KY Stats staff send back the aggregate program performance data to Training Providers

4
Uploads the data Staff Connect
Training Provider uploads the data in Staff Connect

5
Ready for Adjudication
Training Program Offering is now ready for adjudication by Staff

Offering Applications Approval Process

Once the Business Partner submits the Offering Application, the User will follow the steps below:

1) A "*Review Program Offering*" task should appear in the approvers task queue within Staff Connect

2) The Staff Connect user verifies all the required documentation has been completed for the potential Offering

   - If all the required documentation is not approved, the Staff Connect user updates the Offering Status to **"Need more information"**

   - If all the required documentation is verified, the Staff Connect user approves the Offering. If the Staff Connect user approves the Offering, the status is updated to **"Active"** and citizens may register for the offering

   - In the case a Staff Connect user decides to close the Offering request, the status is updated to **"Closed"**

> **Please Note:** Staff Workers do not reject documents. They reach out to the Training Provider to update or delete the document if it is not approved.

3) The Business Partner's Primary Contact receives a notification about the status of their Offering request

Program Offering Statuses

Following are the program Offering statuses and their description when a new training offering is submitted:

New

For all Program Offerings which have not yet been submitted, status is set to "New" on the "New Offering" screen.

Pending Approval

On Clicking the "Submit Offering" button on the "View Offering Details" screen from Business Connect, status is set to "Pending Approval".

Need More Information

On clicking the "Need More Information" button from the approval task, status is set "Need More Information."

Active

On approving of Offerings, system will set the status to "Active".

Pending Recertification

On triggering of recertification by Policy Management, status is set to "Pending Recertification."

Pending Cancellation

On clicking the "Save" button from the "Cancellation" screen requested by the Business Partner, status is set to "Pending Cancellation."

Closed

The status is set to "Closed" when the offering is no longer available.